



Statewide Homestead Tracking Database

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AGENDA

- Origins of the Homestead Tracking Database
- Current Status and Usage
- Integrating homestead filing responses in Spring 2010
- Questions and Answers

Origins of the Homestead Tracking Database

- House Enrolled Act 1344-2009
- Indiana Code 6-1.1-12-37(i):
 - The department of local government finance shall provide secure access to county auditors to a homestead property data base that includes access to the homestead owner's name and the numbers required from the homestead owner under subsection (e)(4) for the sole purpose of verifying whether an owner is wrongly claiming a deduction under this chapter or a credit under IC 6-1.1-20.4, IC 6-1.1-20.6, or IC 6-3.5.
- Application went live on July 1, 2009.

Current Status and Usage

- The present database gathers data from two sources:
 - Manual entry of deduction application information by authorized users (Auditors and staff)
 - Automatic transfer of deduction application information if the application was filed via the State Sales Disclosure Program

Manual Entry

- Auditors and staff members manually key in the information from the deduction form, and flag the application as Approved, Rejected, or Under Review

ID's (last 5 digits only)	SSN: <input type="text"/> Lic. State ('xx'): <input type="text"/> Lic. No./ID: <input type="text"/>
Spouse Firstname	<input type="text"/>
Spouse Middlename	<input type="text"/>
Spouse Lastname	<input type="text"/>
Spouse ID's (last 5 digits only)	SSN: <input type="text"/> Lic. State ('xx'): <input type="text"/> Lic. No./ID: <input type="text"/>
Address1*	<input type="text"/>
Address2	<input type="text"/>
	City*: <input type="text"/> Zip*: <input type="text"/>
Activity Type	Homestead <input type="text"/>
Activity Date*	<input type="text"/>
Auditor Stamp	Approved <input type="text"/>
Notes	<input type="text"/>
Insert Home	

Automatic Transfer from State Sales Disclosure

- On a nightly basis, the State Sales Disclosure Program looks for any sales disclosure filing where the applicant indicated they were applying for a homestead deduction or were vacating an existing homestead filing.
- These records come into the database with a status of “Review” and must be reviewed and approved by the Auditor’s office.


How to Handle Filings from State Sales Disclosure Program

- When you receive a paper sales disclosure form generated by the State Sales Disclosure Program containing a homestead application, you will see that the SSN and Drivers' License fields are marked "CONFIDENTIAL".
- Use the "SDF ID#" to perform a search on the homestead database and retrieve the actual information provided by the filer.

How to Handle Filings from State Sales Disclosure Program

- Find the SDF ID number in the upper-right corner of the first page.

Under penalties of perjury, I hereby certify that this Sales Disclosure, to the best of my knowledge and belief, is true, correct and complete as required by law, and is prepared in accordance with IC 6-1.1-5.5, "Real Property Sales Disclosure Act". (Note: Spouse Information, Social Security and Driver's License/other numbers are not necessary if no Homestead Deduction is being filed.)					
Signature of Buyer			Signature of Buyer		
Printed Name of Buyer		Sign Date (MM/DD/YYYY)		Printed Name of Buyer	
CONFIDENTIAL		CONFIDENTIAL		CONFIDENTIAL	
Last 5 digits of Buyer 1 Driver's License/ID/Other Number		State		Last 5 Digits of Social Security Number	
Last 5 digits of Buyer 2/Spouse Driver's Number License/ID/Other Number		State		Last 5 Digits of Social Security Number	

	SALES DISCLOSURE FORM		
	State Form 46021 (R9/7-09) Prescribed by Department of Local Government Finance Pursuant to IC 6-1.1-5.5		
	PRIVACY NOTICE: The telephone numbers of the parties on this form are confidential according to IC 6-1.1-5.5-3(d).		
		SDF ID <input type="text" value="97"/> <input type="text" value="2009"/> <input type="text" value="1000034"/>	
		County Year Unique ID	
		SDF Date: 10/08/2009	

How to Handle Filings from State Sales Disclosure Program

- On the homestead search screen, enter the SDF ID number and click “Search”.

Homestead Database

County : 00-All

SDF ID : 97-2009-1000034

Parcel Number :

City :

Primary First Name : Primary Last Name : Primary SSN/ID :

Spouse First Name : Spouse Last Name : Spouse SSN/ID :

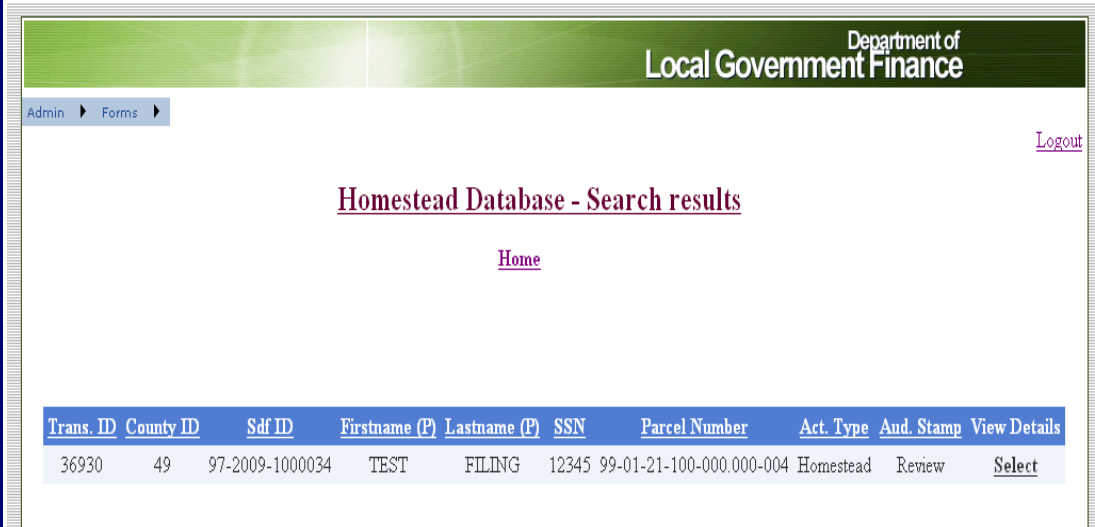
Zip :

Hmstd Status : All

Search -OR- Add new homestead filing

How to Handle Filings from State Sales Disclosure Program

- The search will bring up the record of the filing as captured by the sales disclosure program. Click “Select” to see details.



The screenshot shows a web application interface for the Department of Local Government Finance. At the top, there is a green header with the text "Department of Local Government Finance". Below the header, there is a navigation bar with "Admin" and "Forms" links. On the right side, there is a "Logout" link. The main content area displays the title "Homestead Database - Search results" and a "Home" link. Below this, there is a table with the following columns: Trans. ID, County ID, Sdf ID, Firstname (P), Lastname (P), SSN, Parcel Number, Act. Type, Aud. Stamp, and View Details. The table contains one row of data with the following values: 36930, 49, 97-2009-1000034, TEST, FILING, 12345, 99-01-21-100-000.000-004, Homestead, Review, and a "Select" link.

<u>Trans. ID</u>	<u>County ID</u>	<u>Sdf ID</u>	<u>Firstname (P)</u>	<u>Lastname (P)</u>	<u>SSN</u>	<u>Parcel Number</u>	<u>Act. Type</u>	<u>Aud. Stamp</u>	<u>View Details</u>
36930	49	97-2009-1000034	TEST	FILING	12345	99-01-21-100-000.000-004	Homestead	Review	Select

How to Handle Filings from State Sales Disclosure Program

- The Details screen will show you all the information as filed, including the sensitive information (SSN and Drivers License)

Transaction ID	36930
County ID *	49
SDF ID	97-2009-1000034
Parcel Number	99-01-21-100-000.000-004
Firstname *	TEST
Middlename	
Lastname *	FILING
ID's (last 5 digits only)	SSN: 12345 Lic. State ('xx'): IN Lic. No. / ID: 67890
Spouse Firstname	
Spouse Middlename	
Spouse Lastname	
Spouse ID's (last 5 digits only)	SSN: Lic. State ('xx'): Lic. No. / ID:
Address1 *	100 N SENATE
Address2	
	City*: INDIANAPOLIS Zip*: 46204
Activity Type	Homestead
Activity Date *	10/8/2009 12:00:00 AM
Auditor Stamp	Review
Auditor Approval Date *	10/8/2009 10:54:47 AM
Approval User	jvolz
Notes	

Searching the Database

- You can search on any or all of these criteria:
 - County
 - SDF ID
 - Parcel No.
 - City
 - Filer/Spouse Name
 - Filer/Spouse SSN
 - ZIP
 - Status of Filing

Homestead Database

County :	<input type="text" value="00-All"/>		
SDF ID :	<input type="text"/>		
Parcel Number :	<input type="text"/>		
City :	<input type="text"/>		
Primary First Name :	<input type="text"/>	Primary Last Name :	<input type="text"/>
Spouse First Name :	<input type="text"/>	Spouse Last Name :	<input type="text"/>
		Primary SSN/ID :	<input type="text"/>
		Spouse SSN/ID :	<input type="text"/>
Zip :	<input type="text"/>		
Hmstd Status :	<input type="text" value="All"/>		
<input type="button" value="Search"/> -OR- <input type="button" value="Add new homestead filing"/>			

Suggested Uses

- For filers who do not use the state sales disclosure program to file for a homestead deduction (walk-ups):
 - Before entering their information as a new filing, search the database to see if they have a pre-existing homestead. If they do, see if they wish to vacate it.
 - This can save a lot of time and confusion as opposed to approving the deduction and having to revoke it later if the filer is ineligible.

Suggested Uses cont.

- You can use the database to manage your workload as well:
 - Run a search for your county to retrieve all homesteads with a status of “Review”.
 - This will bring up all filings that need to be determined one way or the other.
 - Repeat as often as needed.

Suggested Uses cont.

- This database is still a living program, and we welcome your feedback on enhancements that may make it more useful:
 - Reports
 - Additional search criteria
 - Additional data

Current Status and Usage

- As of October 8, there are 34,067 homestead filing entries in the database.
- This represents approximately 2% of all statewide homestead deductions in force (The Department estimates 1,750,000 homestead deductions statewide).
- How are we going to capture the other 98%?

Integrating homestead filing responses starting Spring 2010

- Indiana Code 6-1.1-22-8.1(b)(9) states that notices must be given by taxpayers to the County Auditor verifying their eligibility for the homestead deduction.
- This notice form is prescribed by the Department and will be included with the tax bills for 2010, 2011 and 2012.

Integrating homestead filing responses starting Spring 2010

- The Department expects that most taxpayers with an existing homestead deduction will respond in 2010.
- Our shared challenge and goal is to integrate this large stream of data into the homestead database without requiring additional manual entry by Auditors and staff.

What can we do to prepare?

- If your county has an IT department, involve them – see what ideas they may have.
- Also speak with your vendors to see if they have existing functionality that will eliminate or minimize double-entry.
- The Department will share data transfer specifications with vendors and county IT staff in order to facilitate capturing the incoming information into the central database.

Questions and Answers

- Your Questions?



Contact The Department

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